



GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DEPARTMENT OF COMMERCE  
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE  
CLA, A-WING, I.P.BHAWAN, I.P.ESTATE, NEW DELHI – 110002

F.No. 001-B/JTO-Deputation/2023-24/CLA-ADMN

Dated: 19<sup>th</sup> December, 2024

ADMINISTRATION BRANCH

It has been decided to fill up the vacant posts of Junior Translation Officer (JTO) on deputation basis at New Delhi and in the various Regional Authorities of the DGFT in the Northern Zone. The Vacancy Circular for this purpose is attached for publication in employment news and uploading the same in website, of this office as well as in DGFT.

This is issued with the approval of Competent Authority.

Encl: As above.

(V. RAJU RAMAN)

Asst. DIRECTOR GENERAL OF FOREIGN TRADE (Admn)  
for ADDL.DIRECTOR GENERAL OF FOREIGN TRADE

To

1. DDG/Asst. DGFT/ (EGTF Division)
2. DDG/ Asst. DGFT/ (General Branch)



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F.No. 001-B/JTO-Deputation/2023-24/CLA-ADMN

Dated: 17<sup>th</sup> December, 2024

**VACANCY CIRCULAR**

**SUB: Filling up of the posts of Junior Translation Officer (JTO) on deputation basis in the Zonal Office of the DGFT at New Delhi and in the various Regional Authorities of the DGFT in the Northern Zone-reg.**

The Directorate General of Foreign Trade (DGFT), with its Headquarters in Vanijya Bhawan, New Delhi, is an attached Office of the Department of Commerce, Ministry of Commerce & Industry. While the DGFT Hqrs. is essentially responsible for formulating the Foreign Trade Policy and responding to the policy challenges from time to time, the implementation of the Foreign Trade Policy, including outreach with the exporters is done through the field offices, which are known as Regional Authorities. The Regional Authorities are divided into four Zones, for administrative coordination, namely, East, West, North and South. The RAs in Kolkata, Mumbai, Delhi and Chennai have respectively been designated as the Zonal Offices for Eastern, Western, Northern and Southern Zones.

2. Applications are invited from suitable candidates working in Central Government offices for appointment to the post of Junior Translation Officer (JTO), on deputation basis, in the Zonal Office of the DGFT at CLA, New Delhi and in the various Regional Authorities of the DGFT in the Northern Zone viz., Ludhiana, Kanpur and Varanasi. The official appointed on deputation can be posted to any office in the North Zone in case of administrative exigency.

3. Qualification/experience and service conditions required for appointment to the post are given below:

General Central Service, Non-Ministerial Group & Non-Gazetted Group-B				
1.	Name of the post	JUNIOR TRANSLATION OFFICER (JTO)		
2.	Details of the number of vacancies and place of posting	Name of the Regional Authority of the DGFT	Number of vacancies	Place of posting
		Zonal Office, CLA, New Delhi	01	New Delhi
		Regional Authority, Ludhiana	01	Ludhiana

		Regional Authority, Kanpur	01	Kanpur
		Regional Authority, Varanasi	01	Varanasi
3.	Scale of pay	Level-6 in the Pay Matrix (Rs. 35400-112400)		
4.	Mode of recruitment	By Deputation		
5.	Eligibility	<p>From amongst officials working in the Central Government:-</p> <p>a) holding analogous posts on regular basis in the parent cadre or Department; and</p> <p>b) Possessing the qualifications and experience as prescribed in column 7 of RR notified by DGFT on 15.07.2024 for direct recruits which are as under:-</p> <p>(1) (i) Masters degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; <b>or</b></p> <p>(ii) Masters degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>or</b></p> <p>(iii) Masters degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; <b>or</b></p> <p>(iv) Masters degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>or</b></p> <p>(v) Masters degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; <b>and</b></p> <p>(2) Recognized Diploma <b>or</b> Certificate course in translation from Hindi to English and vice versa <b>or</b> two years experience of translation work from Hindi to English and vice versa in the Central or the State Government office, including Government of India Undertaking.</p>		
6.	Age restriction	The maximum age of the applicant should not exceed <b>56 years</b> on the Closing date of the receipt of the applications.		

4. The selected candidates will be appointed on deputation basis and the period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government which shall ordinarily not exceed 3 (three) years.

5. The general terms of deputation shall be regulated in accordance with the Department of Personal and Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

6. The departmental Officials in the feeder grade who are in the direct line for promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

7. The applications (in the prescribed application form at Annexure-I) of the willing and eligible candidates, who could be spared immediately, may be forwarded by the Parent Departments/ Cadre Controlling Authorities of the applicants along with the certification given in Annexure- II. The duly filled in applications along with copy of the vigilance clearance and details of major/minor penalty (Annexure III) and attested photocopies of APAR's for the last five years, should be sent through the proper channel to the Zonal Additional DGFT, Office of The Additional Director General of Foreign Trade, (CLA), A Wing, Indraprastha Bhawan, I.P. Estate, New Delhi-110002 within sixty days from the date of publication of this advertisement. Incomplete applications shall be rejected without any further correspondence.

8. The applicant should clearly indicate the service particulars, experience, educational qualifications and place of posting for which deputation has been applied, in the prescribed format at Annexure-1.

9. Only applications submitted through the proper channel will be considered. While forwarding the application, the Cadre Controlling Authorities /Parent Departments of the applicants shall issue the necessary Vigilance Clearance and a certificate that no disciplinary case is either pending or being contemplated against him/her along with details of major/minor penalty imposed during the last 10 years, if any (Annexure III).

  
(C.K. Mishra)

Jt. Director General of Foreign Trade  
For Additional Director General of Foreign Trade  
Phone Number: 011-23379117  
e-mail: cladelhi-dgft@nic.in

To

1. The Directorate General of Foreign Trade, Vanijya Bhawan, New Delhi.
2. HRD-II Section, Directorate General of Foreign Trade, Vanijya Bhawan, New Delhi.
3. All Regional Authorities of DGFT.
4. All Ministries/Departments of Government of India.
5. Notice Board/Website/Hindi Section.

**APPLICATION FORM  
(PROFORMA)**

Affix latest  
passport size  
photograph

- I. APPLICATION FOR THE POST OF JUNIOR TRANSLATION OFFICER (JTO).  
 II. PLACE(S) OF POSTING APPLIED FOR IN ORDER OF PREFERENCE;  
 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_

III. DETAILS;

1.	<b>Name of the Official</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>				
2.	Address					
3.	Present Designation					
4.	Category SC/ST/OBC/UR					
5.	Present Office Address and Telephone number					
6.	Age and Date of Birth (in Christian era)					
7.	Date of entry into service					
8.	Mode of Recruitment/Selection/ Entry into Govt. Service					
9.	Date of retirement under Central Government rules					
10.	Education qualifications					
	Qualification details	Year of passing	Percentage of mark/Grade			
	a)					
	b)					
	c)					
	d)					
	e)					
11.	<b>Details of Employment in chronological order:</b>					
	Office /institution	Post held	Period		Revised pay (7 <sup>th</sup> CPC)	Nature of duties (attach separate sheet if required)
			from	to		

12.	Whether you possess any of the following qualification for the post	Required Qualification	Yes/ No	If yes, Details (with supporting documents)
		<b>(1)</b> Masters degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; <b>or</b>		
		Masters degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>or</b>		
		Masters degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; <b>or</b>		
		Masters degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>or</b>		
		Masters degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; <b>and</b>		
		<b>(2)</b> Recognized Diploma <b>or</b> Certificate course in translation from Hindi to English and vice versa <b>or</b>		
		Two years experience of translation work from Hindi to English and vice versa in the Central or the State Government office, including Government of India Undertaking.		
13.	Nature of present employment (Adhoc / Temporary/ probationer/ permanent)			
	a) Whether cadre or ex-cadre post			
	b) Date of appointment to the present post			
14.	Present basic pay and pay level			

15.	In case of present employment is held on deputation basis, please state:	
	a) The date of initial appointment	
	b) Period of appointment on deputation	
	c) Name of the present office/ organization to which you belong	
16.	Additional information if any which you would like to mention in support of your suitability for the post. (Enclose a separate sheet if the space is insufficient with signature)	
16.	Complete details of the cadre controlling authority / Parent Department of the candidate including full address and telephone number	

IV. The information / details provided by me above are correct and true to the best of my knowledge and no material facts having a bearing on my selection has been suppressed/ withheld.

**Place:**

**Date:**

**Signature of the candidate**

**Address:**

**Mobile No:**

**Email –ID:**

**CERTIFICATE TO BE FURNISHED BY THE FORWARDING AUTHORITY / PARENT DEPARTMENT / CADRE CONTROLLING AUTHORITY**

Certified that the information furnished by Shri/Smt./Km. \_\_\_\_\_  
\_\_\_\_\_ in Annexure- I are found to be correct and he/she possesses the requisite  
eligibility and experience mentioned in the vacancy circular.

Also certified that:

- (i) No vigilance case or disciplinary case either pending or being contemplated against him/her.
- (ii) The integrity of Shri/Smt./ Km. \_\_\_\_\_ is beyond doubt.
- (iii) No major/Minor penalties have been imposed on him /her during the last 10 year (Alternatively, penalty statement during the last 10 years may be enclosed – Annexure-III).
- (iv) This department / Organization/office has no objection that in the event of selection, the official will be relieved immediately.

Further, Copies of APAR's for the last 5 year duly attested on each page & Vigilance Certificate is enclosed.

**Place:**

**Date:**

**Signature**

**Name and Designation of the  
Authorized Officer  
Email ID and Phone Number  
(With office seal)**



**VIGILANCE / INTERGRITY CERTIFICATE**

It is certificate that no Vigilance/Administrative case is pending of being contemplated and no case is pending in any court of law against Shri/Smt./Kum. \_\_\_\_\_. His/ Her Integrity is beyond doubt.

Signature \_\_\_\_\_  
(with office seal)

Designation \_\_\_\_\_

Dated: \_\_\_\_\_

**CERTIFICATE**

**LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS**

It is certified that no penalty (Major or Minor) has been imposed during the last ten years on Shri/Smt./Kum. \_\_\_\_\_.

2 The following major/minor penalties have been imposed on Shri/Smt./Kum. \_\_\_\_\_ during the last 10 years.

Signature \_\_\_\_\_  
(with office seal)

Designation \_\_\_\_\_

Dated: \_\_\_\_\_